



CHIEF DEPUTY ASSESSOR

Department:	Office of the Assessor	Job Code:	7720
Grade:	24	Shakman Status:	Exempt
Hiring Process:	Exempt	FLSA Status:	Exempt

Job Summary

Reporting directly to the Assessor, the Chief Deputy Assessor serves as the executive advisor to the Cook County Assessor and assists the Assessor in the development of policies and programs, and the overall management of the Cook County Assessor's Office (CCAO). The Chief Deputy Assessor serves as the chief of staff and chief strategist for the CCAO. The Chief Deputy Assessor provides direction to the Deputy Assessors heading up each department within the CCAO and evaluates the performance of each Deputy Assessor and other direct subordinates. The Chief Deputy Assessor may work directly with elected officials Board of Commissioners, and other heads of Cook County agencies (or their staff as directed) to further the work and efforts of the CCAO. The Chief Deputy Assessor works with each Deputy Assessor to effectively use appropriated funds and coordinates approaches to policymaking within the CCAO. The Chief Deputy Assessor advises the Assessor on the development, implementation and enforcement of the agency's policies and procedures related to procurement and budget, along with the Director of Budget and Finance..

Essential Job Duties

- Works under general supervision of the Assessor and directs the Deputy Assessors in implementing the strategic goals and policies of the Office.
- Confers with the Deputy Assessors in the development of policies and programs to ensure that Office policies are developed, implemented and enforced consistent with the policies and programs.
- Provides direction and leadership to the CCAO in long range planning and strategic goals and ensures that the results are consistent with the CCAO's mission, goals, and objectives.
- Works with the Deputy Assessor - Chief Legal Officer and Deputy Assessor – Chief Policy Officer to address legal considerations regarding legislative matters and to coordinate the Assessor's position regarding litigation and other matters.
- Works with appropriate Deputy Assessors to ensure that the CCAO has the necessary resources (personnel, funding, operations, etc.) to perform the duties of the CCAO.
- Works with the Deputy Assessor - Chief Valuations Officer to provide direction in valuation procedures to management and staff.
- May participate in the internal decision making on policies related to the valuation of properties assessed by the CCAO.

- Coordinates the scheduling of the opening and closing of townships to meet the deadlines for tax bills to be issued.
- Reviews performance reports and managerial studies in order to present recommendations to the Assessor and develops, coordinates, and implements programmatic changes as required.
- Supervises and reviews activities of, and approves time records and leave requests for direct reports, including the Deputy Assessors.
- Conducts performance evaluations of each Deputy Assessor and other direct reports.
- Responsible, with the Director of Budget and Finance and Director of Operations, for planning and creating the CCAO's annual budget and oversees payroll and purchasing requirements to assure that CCAO meets its strategic goals.
- Ensures that departments within the Office have the necessary resources to perform their duties and fulfill all expectations.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

Minimum Qualifications

- Graduation from an accredited college or university with a bachelor's degree in finance, economics, accounting, marketing, public policy, communications or related field.
- Seven (7) years of work experience in business administration, public administration or public policy or related field.
- Three (3) years of work experience managing or supervising employees.

OR

- Master's degree or a Juris Doctorate degree.
- Five (5) years of work experience in business administration, public administration, public policy, law or related field.
- Three (3) years of work experience managing or supervising employees.

Preferred Qualifications

- Master's degree in Business Administration or Public Policy or a LLM in Real Estate or a related program.
- Professional work experience working on behalf of or working with various governmental agencies.

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of CCAO operations, procedures, policies, practices, and guidelines, or

- the ability to gain such knowledge.
- Knowledge of CCAO procedures related to CCAO operations, function, activities and the property tax system, or the ability to gain such knowledge.
 - Strong general knowledge of residential, commercial and industrial real estate markets in all areas of Cook County.
 - Working knowledge of CCAO's Employment Plan, Employee Handbook, and any applicable collective bargaining agreement(s).
 - Knowledge of assessment practices and appraisal theory.
 - Proficiency with Microsoft Office suite (Word, PowerPoint, and Excel).
 - Skilled at writing and editing internal and external communications related to CCAO's legislative initiatives, policy changes, mission, and operational status.
 - Ability to converse knowledgeably and communicate effectively, both orally and in writing.
 - Ability to work with others; excellent interpersonal skills in dealing with the public and co-workers.
 - Ability to interact directly with the general public and taxpayers, providing guidance and information regarding CCAO assessment and valuation practices.
 - Ability to establish and meet CCAO and departmental deadlines, production goals, and effectively utilize time with limited oversight.
 - Ability to provide oversight of all activities related to the formation, implementation, and communication of CCAO's legislative initiatives, often with little oversight.
 - Ability to lead and cooperate on specific projects related to the functions of the Assessor's Office.
 - Must be computer literate, with skill and efficiency in entering and retrieving data, and possess the ability to utilize CCAO systems and databases.

Physical Requirements

- Visual acuity to review and edit written communications for long periods of time.
- Walking between offices and buildings may be required.
- Repetitive use of hands to handle and/or operate standard office equipment.
- Regular use of a telephone to communicate.

COOK COUNTY ASSESSOR'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER

Last modified: January 4, 2023